



## JOB DESCRIPTION

### SPECIAL REVENUE ACCOUNTING SPECIALIST

#### **Purpose Statement:**

Under the direction of the Chief Business Officer, the Special Revenue Accounting Specialist performs a variety of financial and accounting functions for all the District's federal, state, and local grants in accordance with federal, state, and local regulations. The Special Revenue Accounting Specialist is responsible for ensuring the accuracy and reliability of accounting data and compliance reporting by overseeing the financial activity to include budgets and expenditures of all special revenue funds. Performs complex accounting duties, completes / submits expenditure claims, and assists with annual audit, single audits, financial reporting schedules, and special projects.

The Special Revenue Accounting Specialist reports to the Budget Manager.

#### **Essential Functions**

- Responsible for the district's special revenue fund's (federal, state, and local grants) accounting activities. Includes preparing monthly expenditure claims, indirect cost calculations, submitting final expenditure reports to the state and/or grantor, assisting with PCS, and preparing budget amendments. Must maintain appropriate backup documentation for all special revenue funds.
- Responsible for providing training and support to schools and departments regarding special revenue funds.
- Responsible for the preparation of all special revenue year-end, audit requirements and financial reports (includes Schedule of Federal Award projections), providing support to the external and internal auditors, and answering questions relating to special revenue funds.
- Responsible for providing audit requirements and financial reports for single audits as required.
- Responsible for Maintenance of Effort reporting, Excess Cost reporting, as well as other grant reporting requirements.
- Responsible for documenting procedures and processes relating to special revenue funds.
- Adhere to all weekly and monthly accounting deadlines.
- Monitor special revenue fund expenditures to ensure fiscal compliance with federal, state, and local regulations and with grantor guidelines and reporting requirements.
- Review invoices for accurate grant and account coding, including fiscal / grant compliance.
- Monitor special revenue fund budgets and reconcile accounts / financial reports.
- Prepare journal entries and budget adjustments as required.
- Work closely with Fund Managers and with SC Department of Education.
- Design, propose, and implement internal control improvements relating to special revenue funds.
- Respond to inquiries, provide appropriate information and documentation.
- Assists and participates in staff meetings, in-service trainings, and seminars.
- Other duties as assigned.

#### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the

job include: accounting experience, applying pertinent codes, rules and regulations; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; and performing accounting procedures using pertinent software: word, excel, and CSI.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting standards and principles; Generally Accepted Accounting Principles, and computer skills.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** School district finance experience preferred. Prior accounting experience required.

**Education:** Associates degree in Accounting.

**Required Testing**

Pre-employment TB Test

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

None Specified

**Clearances**

Satisfactory SLED (SC Law Enforcement Division) report; outstanding references from current and former employers

**FLSA Status:** Non-exempt

**Salary Grade:** TBD